

# National Register of Historic Places Nomination Deadline Calendar

Revised: October 12, 2017



The SHPO requires completed, final nominations to be submitted to the SHPO ninety (90) calendar days prior to a review board meeting for Certified Local Government (CLG) communities, and seventy-five (75) calendar days before a review board meeting for non-CLG communities. This schedule allows for final SHPO review, SHPO notification to required parties in accordance with federal regulations, and Review Board evaluation.

**Please note:** preparing a nomination is a complex and lengthy process. A draft nomination may go through several reviews. Deadline dates below are for complete nominations, not drafts. SHPO reviews may take between fifteen and thirty days for each draft. We encourage you to plan for a minimum of two drafts. Note that you can help shorten the time frame by submitting a thorough and grammatically clean nomination. Nomination packages **must be received by 4:00 pm** on the respective deadline date noted below.

**A complete nomination package includes (please see the *National Register of Historic Places Nomination Submission Checklist* for additional information for the items below):**

1. A National Park Service 10-900 [National Register of Historic Places Registration Form](#)
2. A letter from the property owner(s) stating their support or opposition
3. Photographs that meet the “best” specifications in the [National Register Photo Policy Factsheet](#) (2013).
4. Maps that meet the criteria in the [National Register Draft Electronic Map Policy Factsheet](#) (2012).
5. A contact list
6. Supporting documentation
7. PowerPoint presentation for the site

All of the above items must be reviewed by the Michigan SHPO staff and found acceptable. Nominations are generally reviewed in the order received. If a nomination arrives on a deadline date and is not complete, it will not be placed on the review board agenda.

Completed and acceptable nominations received by the SHPO are scheduled for the first possible meeting of the board. However, if more nominations are received than can be processed in accordance with federal regulations, the nominations will be scheduled in accordance with the priorities listed below:

- Nominations with grant or funding deadlines (including tax incentives, grants, contracts, etc.)
- Nominations of properties located in Certified Local Government communities
- Nominations that address priorities addressed in the statewide plan

Review Board Meeting Date	CLG Communities	Non-CLG Communities
	<i>Submission Deadline</i>	<i>Submission Deadline</i>
January 12, 2018	October 12, 2017	October 27, 2017
May 18, 2018	February 16, 2018	March 2, 2018
September 14, 2018	June 16, 2018	July 1, 2018
January 18, 2019	October 19, 2018	November 2, 2018
May 17, 2019	February 15, 2019	March 1, 2019
September 13, 2019	June 14, 2019	June 28, 2019

## Detailed schedule

<u>Date</u>	<u>Action</u>
January 12, 2018	Review Board meeting
December 13, 2017	Transmit nomination(s) to Review Board
November 13, 2017	Send notifications of intent to nominate site
October 27, 2017	Deadline for submission of completed nomination package to SHPO
May 18, 2018	Review Board meeting
April 18, 2018	Transmit nomination(s) to Review Board
March 19, 2018	Send notifications of intent to nominate site
March 2, 2018	Deadline for submission of completed nomination package to SHPO
September 14, 2018	Review Board meeting
August 15, 2018	Transmit nomination(s) to Review Board
July 16, 2018	Send notifications of intent to nominate site
July 1, 2018	Deadline for submission of completed nomination package to SHPO
January 18, 2019	Review Board meeting
December 19, 2018	Transmit nomination(s) to Review Board
November 19, 2018	Send notifications of intent to nominate site
November 2, 2018	Deadline for submission of completed nomination package to SHPO
May 17, 2019	Review Board meeting
April 17, 2019	Transmit nomination(s) to Review Board
March 18, 2019	Send notifications of intent to nominate site
March 1, 2019	Deadline for submission of completed nomination package to SHPO
September 13, 2019	Review Board meeting
August 14, 2019	Transmit nomination(s) to Review Board
July 15, 2019	Send notifications of intent to nominate site
June 28, 2019	Deadline for submission of completed nomination package to SHPO